

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Water Treatment Services for San Antonio International Airport**

Solicitation Number: RFCSP 24-089; RFx 6100017876

Description: The City of San Antonio (City) seeks proposals from qualified Respondents interested in providing routine chemical water-treatment services for three (3) 1,400-ton chillers, three (3) 1,400-ton cooling towers, and two (2) boilers as well as as-needed service calls for the chilled and/or hydronic loop systems located at the San Antonio International Airport's Central Utility Plant (CUP), the Federal Aviation Administration (FAA) Tower, Terminal A, Terminal B and CONRAC facility.

Applicable Product Categories:
96223 - Chemical Treatment of Boiler and Tower Water

Date Issued: May 1, 2024

Due Date & Time: June 10, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be at 2:00 p.m., Central Time, on May 8, 2024, In-Person at the San Antonio International Airport. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

In-Person Pre-Submittal Conference:
San Antonio International Airport
9800 Airport Blvd
Terminal A Mezzanine Conference Room
San Antonio, TX 78216

Meet at: The information desk at the top of the escalators on level 1, Terminal A Baggage Claim **between 1:45 and 1:55 p.m.** A representative from the City of San Antonio will meet attendees and take them up to the Terminal A Conference Room.

Additionally, a site visit will be held **immediately after the Pre-Submittal Conference on May 8, 2024** at the San Antonio International Airport.

Below are the measures that shall be followed by all Respondents to ensure safety of all attendees during the in-person pre-submittal conference and site visit:

- a. All attendees must check-in with City's procurement staff members present to sign-in.
- b. The Site visit will be limited to two (2) representatives per potential Respondent. Please bring your driver's license and/or Passport. Identification is required to participate in the site visit.

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III,
Adrianna.Broniszewski@sanantonio.gov



Evaluation Committee Voting Members:

Kenneth Whittaker, Operations Administrator, Aviation Department

Dan Delgado, Interim Facilities Manager, Aviation Department

Roger Hernandez, Plumbing and HVAC Superintendent, Aviation Department

Ron Griego, Facilities Administrator, Building and Equipment Services Department

Grace Diaz, Facilities Compliance Manager, Building and Equipment Services Department

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on May 13, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

**Adrianna Broniszewski, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Adrianna.Broniszewski@sanantonio.gov**

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.

